

**OFFICE OF THE CHIEF OF POLICE**

**SPECIAL ORDER NO. 38**

**NOVEMBER 29, 2001**

**SUBJECT: CITATION CORRECTION REQUEST, FORM 04.07.0, - REVISED  
AND RENAMED**

**PURPOSE:** The Judicial Council of California mandated the implementation of Form TR-100 (Notice of Correction and Proof of Service) by all California law enforcement agencies. This requirement has necessitated the revision of various Department forms to conform to those of the State. This Order revises and renames the Citation Correction Request, Form 04.07.0.

**PROCEDURE:**

**I. CITATION CORRECTION REQUEST, FORM 04.07.0 - REVISED.** The Citation Correction Request, Form 04.07.0, is revised and renamed the Notice of Correction and Proof of Service.

**A. Use of Form.** This form shall be used to request correction of an error or omission on a Personal Service Citation, Form 04.50.0, and to notify the defendant of the change(s).

**B. Completion.** The completion of the Notice of Correction section of the form is self-explanatory. In the Proof of Service section, the issuing officer shall provide the defendant's name and mailing address in the box provided. A supervisor shall review the Notice of Correction and Proof of Service form and provide the date the Proof of Service was placed in the Departmental mail, and the Area/division shall be indicated in the space provided for the postal mailbox address.

**Note:** The "United States postal mailbox" is required language by the Judicial Council of California which is standardized on forms statewide. For purposes of this Order, the Departmental mail system is the acceptable method to cause the Notice of Correction and Proof of Service to be sent via United States Mail.

Additionally, the supervisor shall sign and date the Proof of Service in the spaces provided.

- \* Ensure the original (white) copy is stapled at the lower left corner on top of the original Personal Service Citation. The Proof of Service portion of the form shall be folded over to the back of the Personal Service Citation; and,
- \* Ensure the duplicate (pink) copy of the form is folded in half, placed in a Department envelope with the address box showing in the window and placed in the Departmental mail.

**C. Distribution.**

- 1 - Original (white), submitted to the Traffic Court Liaison Unit (TCLU)
- 1 - Duplicate (pink), mailed to the defendant

**2 - TOTAL**

**Note:** Supervisors shall ensure the duplicate copy of the Notice of Correction with the completed Proof of Service is mailed to the defendant in all cases.

**FORM AVAILABILITY:** The Notice of Correction and Proof of Service, Form 04.07.0, will be available for ordering from the Department of General Services, Distribution Center, in about 90 days. A copy of the revised form is attached for reference. Department personnel shall continue to use the Citation Correction Request, Form 04.07.0, until the new form becomes available.

**AMENDMENTS:** This Order amends Sections 3/202.40, 3/202.80, 4/320.16, 4/320.80, 4/326.70, 4/384.60 and 5/4.7.0 of the Department Manual.

**AUDIT RESPONSIBILITY:** The Commanding Officer, Uniformed Services Group, shall monitor compliance with this directive in accordance with Manual Section 0/080.30.

**BERNARD C. PARKS**  
Chief of Police

**DISTRIBUTION "A"**